

**ATTACHMENT A****COMPLETE INSTRUCTIONS FOR FORM AD-700 CONTRACTUAL REQUESTS:**

This form is required to be in ALL contractual folders – written or oral solicitations.

Field offices/Program Areas will prepare the AD-700. No other procurement request forms will be accepted.

1. Enter office that prepared the procurement request.
  - 1A. Number consecutively
  - 1B. Date request prepared
2. Requisitioner # (4 digits).
3. Enter blank or BPA#, if applicable.
4. Date of Purchase Order, if applicable.
5. SF-281 Code – Indicate if vendor is a small business, woman-owned business, disadvantage business, HUBZone business, disabled veteran owned business, or veteran-owned business. Information may be indicated in Block 14. Two-digit code will be inserted by the Contract Program Area staff. This procedure not applicable to BPA's as information on file in contracting office.
6. Blank.
7. Always "TH".
8. Purchase Order #, if applicable.
9. Complete for Modifications, i.e., #01, 02, etc.
10. Name of Vendor; provide address, phone number, and Vendor Identification Number (VID). Example:  
**John Smith Appraisals**  
**1234 SW Universal Drive, Suite 500**  
**VID931031849 A**  
**Portland, Oregon 97122**  
**Phone: (123) 567-7890**
11. Field Office or Requiring Activity Address.
12. Number consecutively, i.e. #01, 02, etc.

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13. Allocation Code, i.e., “A”, “L”, “R” (for program)
14. Description of work, i.e. will provide a detailed description of services to be performed, will specify the scope of services ordered; contain a delivery due date, and provide for inspection and acceptance. Name and address and borrower; case # or Prop. I.D#, loan#; COR/inspector/reviewer.

**Note: If the request is over the micro-purchase of \$2500,**

Office/Program Areas will include the following:

- Field staff shall request pricing from a minimum of three qualified vendors;
  - The field staff will prepare the AD-700, provide a list of contractors, statement of work (specifications), competition (quotes from three contractors or justification as to why fewer than three quotes received), and delivery date;
  - All Sole Sources awards must meet the criteria outline in AGAR 406.3 which prescribes policies and procedures and identifies statutory authorities for using other than Full and Open Competition.
15. Budget Object (PAC Code) Program Authority Code, see RD Instruction 2024-A, Exhibit D, Table D).
  16. Leave Blank.
  17. Enter quantity required.
  18. Enter unit of issue (EA, JOB, etc.)
  19. Enter price per unit of issue.
  20. Enter Total price (unit \$ x quantity must equal total price) or Total Estimated price.
  21. Enter Destination or FOB Origin.
  22. Blank
  23. Enter date for completion of work --- set a “Realistic” date – **do not state as soon as possible**. When do you need the service completed?

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- 23A. Blank
- 24. Blank – State Office will complete for Administrative.
- 25. Subtotal amount.
- 26. Blank – State Office complete for Administrative.
- 27. Enter Total Dollar amount
- 28. Blank.
- 29(a-e). Blank
- 30. Blank.
- 40. Blank.

Recommended Source(s) block

Funding Approved By and Date: – must be **signed** by an authorized Official certifying fund availability.

Title and Signature Block

Title/Signature of Authorized Representative – must be **signed** by an authorized Official.

Once the AD-700 has been completed and all blocks contain the necessary information, Field/Program offices will fax or mail the AD-700 to the Contract Program Area. Contract Program will process the AD-700 and provide a completed purchase order to the Office/Program Areas. Contract Program Office will obligate the Funds.

**ATTACHMENT B****COMPLETE INSTRUCTIONS FOR FORM AD-700 ADMINISTRATIVE NEEDS  
(Supplies/Services) REQUESTS:**

This form is required for all administrative purchases of supplies/services; micro-purchases (\$2500) and Simplified Acquisitions Threshold (SAT) purchases up to \$100,000.

Office/Program Areas shall prepare this form and obtain appropriate Administrative funding approval. Approved AD-700 and other related documentations will be kept for retention in the Contract Program Area.

1. Enter office that prepared the procurement request.
  - 1A. Blank
  - 1B. Date request prepared
2. Requisitioner # (4 digits).
3. Blank
4. Blank
5. Blank
6. Blank.
7. Blank
8. Blank
9. Blank
10. Name of Vendor; provide address, phone number (if USDA Advantage - Just put USDA Advantage and nothing more)
11. Field Office or Requiring Activity Address.
12. Number consecutively, i.e., #01, 02, etc.
13. Blank
14. Description of supplies/equipment/furniture for Administrative request.  
Must include product item number, NSN (if GSA order), Justification of the request or purchase.

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**Note: If the purchase is over the micro-purchase of \$2500, the following must accompany the AD700:**

- Field staff shall request pricing from a minimum of three qualified vendors;
- For Sole Source purchases a justification is needed briefly explaining the market research conducted that assisted you identifying that there are no other potential vendors that could provide the product)

15. Budget Object (For Administrative costs, the state office will complete).
16. Leave Blank.
17. Enter quantity required.
18. Enter unit of issue (EA, JOB, PKG, etc.)
19. Enter price per unit of issue.
20. Enter Total price (unit \$ x quantity must equal total price) or Total Estimated price.
21. Blank.
22. Blank
23. Blank
- 23A. Blank
24. Blank – State Office will complete for Administrative.
25. Blank (sub-total block)
26. Blank – State Office complete for Administrative.
27. Enter Total Dollar amount
28. Blank.
- 29(a-e). Blank

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30. Blank.

40. Blank.

Recommend Source(s) Block.

Identify recommended sources if applicable.

Title/Signature Block.

Signature of Authorized Representative – must be **signed** by an authorized requesting Official identifying the need for these supplies and services.

AD-700's for administrative needs shall be faxed to the Administrative Programs Director for funding approval.

**NOTE: FOR STATE OFFICE ONLY.**

Ordering General Supplies, such as pens, pencils, paperclips, etc., fill out the agency's supply request form (See Attachment C), located in the supply room. Supplies other than general supplies, i.e. paperhole punches, forms, films, electric staplers, calculators, etc., AD-700 must be prepared and submitted to the Contract Program Area (See Attachment B).

Supplies will be ordered approximately once a month depending on priorities and budget allocation balance.